

PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research & Development Employees

From: Marian Z. DeBardeleben *MD*

Subject: Disposal Suspension Status Report — 2nd Quarter 1996

Date: 1996 May 16

The attached document is a compilation of the disposal suspension notices issued since February 28, 1996. This compilation is a supplement to the 1st Quarter 1996 report which was forwarded to you with a purple cover memo. This does not replace the 1st Quarter report.

You have received individual announcements about each of the disposal notices included in this 2nd Quarter compilation. Please destroy the individual notices so that, behind your Appendix A tab in your R&D records notebook, you have only these two quarterly compilations.

This compilation does not replace the May 8 memo on yellow paper which reminds you about the permanent retention of "collected" documents. This memo should remain in your notebook as a reminder about the disposition of documents stamped for litigation purposes.

If you have questions, please contact Charity Harris (x2411) or Marian DeBardeleben (x2876).

Attachment

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